

BULLETIN 04-2008

October 6, 2008

**TO: LICENSED GAS FITTERS
LICENSED GAS CONTRACTORS
GAS UTILITIES**

SUBJECT: RED TAG PROGRAM

SaskPower Gas Inspections Division is reminding you of SaskPower's Red Tag Program when you encounter unsatisfactory or hazardous conditions on a customer's premises.

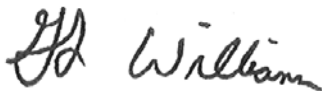
The Red Tag program was initially introduced to gas fitters through your local Gas Inspector. The original "Saskatchewan Gas Industry Guideline for Responding To Unsatisfactory Conditions At Consumer Locations" has been recently revised and is now called the "Red Tag User Manual" and is now available from the Regina or Saskatoon offices or from your district gas inspector. On request, your district gas inspector can arrange to instruct your gas fitters on SaskPower Gas Inspection's revised Red Tag User Manual and to provide an initial set of Red Tags. After reviewing the guidelines with the inspector and an understanding of the intent of the program the gas fitter is considered qualified to use Red Tags.

For new gas fitters and those who want to be come current with the Red Tag Program it is time to contact your local gas inspector to arrange for instruction and qualification on the use of the Red Tags.

The Red Tag Program continues SaskPower Gas Inspection's fine tradition of maintaining consumer safety as a priority. With your excellent work and the use of the Red Tag system for advising SaskPower Gas Inspections of defects and dangerous installations, we have every expectation that Saskatchewan will continue to be an exceptionally safe place for its residents in the utilization of natural and propane gas.

A copy of the Red Tag Manual can also be downloaded at
http://www.saskpower.com/yourbus/cb/red_tag_program.pdf

Thank you for your cooperation in matters of public safety.

A handwritten signature in black ink, appearing to read 'G. L. Williams'.

G. L. Williams, P. Eng.
Chief Gas Inspector

SASKPOWER RED TAG PROGRAM USER MANUAL

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Preface

The Red Tag Program was developed to provide a consistent means for gas utilities, propane distributors, gas contractors or others deemed appropriate by the chief gas inspector to report unresolved gas related deficiencies or identify reoccurring *design flaws*. The issuing of red tags shall be done by a licensed gasfitter.

This allows SaskPower Gas Inspections to ensure that legitimate hazardous or potentially hazardous conditions are resolved in a timely fashion and to address design flaws through the appropriate certification agencies. The main focus is to be on the safety aspect for reporting of *deficiencies*. Program abuse would result in financial repercussions.

Scope

The scope of The Red Tag Program applies to all aspects of the gas utilization system including;

- a) the appliance, equipment, component or accessory where gas is to be used
- b) the piping and tubing system
- c) the venting system
- d) any material that is composed predominantly of the following or mixtures of them
 - methane (natural gas), propane (liquid or vapour), butane, hydrogen gas, manufactured gas and fuel oil.

Definitions

Deficiency - is an imperfection in an appliance, equipment component or accessory that is or has the potential to become unsafe.

Design flaw - is a deficiency in an appliance, equipment component or accessory that occurs during the manufacturing process and maybe reoccurring.

Gas Inspection Act - is a legislative act mandating SaskPower Gas Inspections to ensure public safety in the use of gas in respect to the following;

- (a) all gas installations and gas equipment;
- (b) the inspection of gas installations and gas equipment;
- (c) the design, manufacture, display, advertising, sale and use of gas equipment;
- (d) filling plants;
- (e) portable propane storage containers;
- (f) the filling of propane automobile storage containers.

Hazardous - is a deficiency within a gas system that poses an immediate safety threat to persons or property.

Low risk - is a deficiency within a gas system that does not pose as an immediate hazard but has the potential to become unsafe if not rectified.

Notification

The mandate requiring Gas Inspections to investigate accidents is contained in The *Gas Inspection Act*, 1993. (See clauses in the appendix pg. 8)

Reporting Procedures

Low Risk

- The preferable action is to immediately correct or arrange to correct, with the owner, the *deficiency*. In this case a red tag is not necessary unless in the opinion of the gasfitter the deficiency is a result of a *design flaw*.
- If the *deficiency* is not corrected or arrangements to correct have not been made with the owner do the following:
 - advise the owner of the *deficiency* and their responsibility to have it corrected. Note: the district gas inspector determines timelines for correction based on the defect state and will inform owner if necessary.
 - fill out the red tag and attach the **red/buff** copy to the gas line at the appliance.
 - fax or send the **white** copy by 9:00 AM the following day to SaskPower Gas Inspections to the address or fax number listed in the appendix.

Hazardous

- If the hazardous condition can not be immediately corrected do the following;
 - turn the gas supply off to the appliance causing the hazard or the gas service to the building to neutralize the hazardous condition.
 - advise the owner of the deficiency and the corrections required.
 - advise the owner corrections must be verified by a licensed gasfitter and/or a gas inspector before the fuel supply can be turned on.
 - fill out the red tag and attach the **red/buff** copy to the gas line at the appliance.
 - fax or send the **white** copy by 9:00 AM the following day to SaskPower Gas Inspections to the address or fax number listed in the appendix.

Property damage or injury

- If the Red Tag condition involves an **injury**, **hospitalization** or **death** to any person and/or a **fire** or an **explosion** and the gas appliances or equipment may be the cause, it must be reported **immediately**. Do not disturb any gas appliances or equipment until written permission of a gas inspector has been obtained.

• Immediate Report

During working hours;

Regina office - 1-306-566-2500

Saskatoon office - 1-306-934-7737

After working hours;


SaskPower Communications Center - (toll free) 310-2220

Returning the Corrected Red Tag Defect

When the red tag defect has been corrected it is the responsibility of the correcting gas fitter to detach the red tag from the gas line, fill out the information on the back side (red side) and fax or send the red tag to the Saskatoon or Regina office. This will help ensure the red tag defects are dealt with in a timely fashion.

Sample Red Tag (two sided tag) - Filling Out Guide

Condition Report Side

		Gas Inspections Unsatisfactory Condition Report Offices-Regina 566-2500 Saskatoon: 934-7737				58-000000		9
City/Town				Address				Confirmation # FOR OFFICE USE ONLY
1	RM	LSD	OTR	SEC	TWP	RGE	W of	
Reserve Name:				Reserve #		House #		Condition <input type="checkbox"/> Hazardous Unsafe to operate. Leave off until corrected. <input type="checkbox"/> Low Risk Safe to operate. Corrections will be required.
Owner:				Phone #		<input type="checkbox"/> Notified		
Occupant:				Phone #		<input type="checkbox"/> Notified		
3 Gas Contractor/Company:				Phone #				
4 Reporter/gas fitter:				CO reading ppm:				
5 Defect:								10
6								
7 Date:								
8 Faxed <input type="checkbox"/> Regina: 566-2906 <input type="checkbox"/> Saskatoon: 934-7736								
Distribution: White – Gas Inspection; Yellow – Gas Fitter; White/Red Back Copy - Customer								

Please make sure all information is legible (**print**) and accurate for efficient follow up. Attach Red Tag to gas line at the defect location.

- Defect location** - There are three types of location choices
 - urban - town or city and the civic address
 - rural - RM number and land description (includes quarter, section, township, range and meridian)
 - Indian reserve - reserve number and house number
- Owner and occupant** - owner and occupant name, phone number and indicate if notified
- if owner is the occupant indicate "same" in occupant box
- Gas contractor/Company** - company name and phone number
- Reporter/gasfitter** - name of attending gas fitter
- CO reading ppm** - if CO test is preformed enter result here in ppm
- Defect** - briefly describe the defect providing enough information to make sense
- Date** - the date the defect was found and reported to inspections
- Faxed** - indicate where condition report was sent
- Red tag number** - your reference number
- Condition** - Hazardous - unsafe to operate, the fuel supply is **off**
- Low Risk - safe to operate, the fuel supply has been left **on**

Correction Report Side

To be filled out and returned by the correcting gas fitter.

		58-000000		
Gas Inspection Division Correction Report				
WARNING				
THIS TAG IS TO BE REMOVED BY A LICENSED GAS CONTRACTOR OR A SASKPOWER GAS INSPECTOR ONLY AFTER THE DEFECTS LISTED ON THE REVERSE SIDE HAS BEEN CORRECTED.				
1 →	Corrections:			
2 →	Gas Contractor:	_____	Phone:	_____
3 →	Gas Fitter:	_____	License #	_____
4 →	Gas Fitter Signature:	_____	Permit #	_____
			Date:	_____
5 →	Report mailed to Regina <input type="checkbox"/>	Report mailed to Saskatoon <input type="checkbox"/>		
	Bldg. #1; 2230 6th Avenue	1370 Fletcher Road; P.O. Box 1560, Stn. Main		
	Regina, SK S4P 0S1	Saskatoon, SK S7K 3R3		

- 1. Corrections** - briefly describe the correction providing enough information to make sense
- 2. Gas Contractor** - company name and phone number
- 3. Gas Fitter** - name of attending gas fitter and their license number
- 4. Reporting Info** - indicate where the correction report was sent
- 5. Permit #** - if the correction required a permit indicate the permit number
- 7. Date** - the date the correction was made

CARBON MONOXIDE (CO) STANDARDS AND GUIDELINES

SaskPower Gas Inspection Division offers these common action levels along with nationally recognized standards of concentration for informational purposes, as they appear to be reasonable and common standards of practice.

***HEALTH CANADA - EXPOSURE GUIDELINES FOR RESIDENTIAL INDOOR AIR QUALITY**

- Carbon Monoxide concentrations
 - 0 - 2 ppm normal conditions in and out side Canadian homes
 - 11 ppm maximum tolerable indoor concentration over an eight-hour period

***AMERICAN SOCIETY OF HEATING, REFRIGERATION & AIR CONDITIONING ENGINEERS (ASHRAE) - STANDARD 62-2007 VENTILATION FOR ACCEPTABLE INDOOR AIR QUALITY**

- Canadian exposure guideline for residential indoor air quality:
 - 11 ppm eight-hour average concentration;
 - 25 ppm one-hour average concentration.

***SASKATCHEWAN LABOUR – OCCUPATIONAL HEALTH AND SAFETY ACT, 1993**

- Carbon monoxide contamination limits for the workplace:
 - 25 ppm eight-hour average contamination limit.
 - 190 ppm 15 min average contamination limit

CARBON MONOXIDE (CO) RESPONSE GUIDELINE

SaskPower Gas Inspection Division offers these standard action levels for informational purposes. Any increase in parts per million (ppm) from outside to inside warrants further investigation as to the source and should be documented.

Standard for Action Levels

The following action levels have been defined as minimums for an operator trained by the manufacturer of the testing equipment. An operator may adopt more stringent standards than the ones defined in this document. As such, the operator may enforce those higher standards. Under no circumstances shall an operator trained by the manufacturer of the testing equipment recognize less stringent standards or ignore conditions in excess of the defined action levels. The action levels are considered net indoor ambient readings - i.e. - indoor ambient minus outdoor ambient readings.

0 to 9 parts per million (ppm) net indoor

Normal: CO levels in this range are acceptable for short periods (8 hr. average concentration).

Action: No Action. Typical from outdoor sources, fumes from attached garages, heavy smoking, burning candles, wood burning fireplace spillage and operation of unvented cooking appliances. If unvented cooking appliances are in operation, recommend additional ventilation in areas of operation. With concentrations in this range, the operator may continue testing sequences.

10 to 35 parts per million (ppm) net indoor

MANDATORY REPORT

Concern: This level could become hazardous in some situations.

Actions: Occupants should be advised of a potential health hazard to small children, elderly people and persons suffering from respiratory or heart problems. If the home has an attached garage document CO levels in the garage. With concentrations in this range, the operator must continue testing to locate the CO source. Test combustion appliances one at a time to determine the source of CO production. If an appliance is determined to be the source of CO production, it should be shut off and not used until a licensed gas fitter can service it.

36 to 99 parts per million (ppm) net indoor

MANDATORY REPORT

Excessive: Medical Alert. This is a hazardous condition.

Actions: Ask occupants to step outside and query about health symptoms. Advise occupants to seek medical attention. Advise occupants not to drive. Emergency service personnel must be called if occupants exhibit symptoms of CO poisoning. Enter the building, open doors and windows to ventilate the structure. Turn off all combustion appliances until the CO level has been reduced to below 10 ppm. If the home has an attached garage document CO levels in garage. Test combustion appliances one at a time to determine the source of CO production. If an appliance is determined to be the source of CO production, it should be shut off and not used until a licensed gas fitter can service it.

100 - 200 parts per million (ppm) net indoor

MANDATORY REPORT

Dangerous: Medical Alert. Emergency conditions exist.

Actions: Evacuate the building immediately and check occupants for health symptoms. Advise all occupants to seek medical attention. Advise occupants not to drive. Emergency service personnel must be called if occupants exhibit symptoms of CO poisoning. Evacuation is important, but operators must not subject themselves to excessive conditions. Maximum exposure time is 15 minutes. Open all doors and windows that can be done quickly. If the home has an attached garage document CO levels in garage. Disable combustion appliance operation. This may involve shutting of the service valve. Continually monitor indoor ambient levels while moving through the building. Once the atmosphere within the structure has returned to below 10 ppm test combustion appliances one at a time to determine the source of CO production. If an appliance is determined to be the source of CO production, it should be shut off and not used until a licensed gas fitter can service it.

Greater than 200 parts per million (ppm) net indoor

MANDATORY REPORT

Dangerous: Medical Alert. Emergency conditions exist. Extremely hazardous.

Actions: Evacuate the building immediately and check occupants for health symptoms. Advise all occupants to seek medical attention. Advise occupants not to drive. Emergency service personnel must be called if occupants exhibit symptoms of CO poisoning. Evacuation is important, but operators must not subject themselves to these conditions. Disable combustion appliance operation. This may involve shutting of the service valve. Do not stay inside or re-enter the building until conditions have dropped below 100 ppm. Open all doors and windows that can be done quickly without entering the structure. Shut off gas supply (if applicable and necessary). If the home has an attached garage, document CO levels in garage if possible to do so without being subjected to high levels of CO. Once the atmosphere within the structure has returned to below 10 ppm test combustion appliances one at a time to determine the source of CO production. If an appliance is determined to be the source of CO production, it should be shut off and not used until a licensed gas fitter can service it.

Where a gas appliance is the possible source of the CO or the source can not be determined and the net indoor reading is in excess of 9 ppm, a report must be sent to SaskPower Gas Inspection Division.

SOURCES

Health Canada

- Exposure Guideline for Residential Indoor Air Quality

American Society of Heating, Refrigeration & Air Conditioning Engineers (ASHRAE)

- Standard 62-1999 Ventilation for Acceptable Indoor Air Quality

Saskatchewan Labour

- Occupational Health and Safety Act, 1993

Appendix

Gas Inspection Act References

Reporting of accidents

- 29** Where an accident involving a gas installation or gas equipment occurs and results in the death or injury of a person or in a fire or an explosion, the contractor or the contractor's agent or the owner of the gas equipment or the owner's agent shall immediately notify the chief inspector, stating the precise location of the accident, its general nature and results.

Investigation of accidents

- 30** Subject to *The Coroners Act, 1999*, *The Fire Prevention Act, 1992* and *The Occupational Health and Safety Act, 1993*:
- (a) where an accident described in section 29 occurs, no part of any gas facility, gas installation or gas equipment involved is to be removed or its position altered by any person, except for the purposes of rescuing persons injured or removing the bodies of persons killed, until the written permission of an inspector has been obtained; and
 - (b) an inspector may:
 - (i) investigate a death or injury of a person, a fire or an explosion that the inspector has reason to believe has been caused by any gas equipment or gas installation to which this Act applies;
- and
- (ii) remove from the premises all or any part of the gas equipment to provide evidence regarding the cause of the death, injury, fire or explosion or to further investigate the gas equipment.

REPORT PHONE AND FAX NUMBERS / INSPECTORS LIST

Regina Office	566-2500	Toll Free	1-877-225-2224	Fax 566-2906
Saskatoon Office	934-7737	Toll Free	1-877-225-2224	Fax 934-7736
Communications Center after hours	Toll Free		310-2220	

CHIEF GAS INSPECTOR	GORD WILLIAMS	566-2500	536-4363
Codes & Standards	Doug Hird	566-2592	539-8801

DISTRICT	INSPECTOR	DIST#	OFFICE	CELL	E-MAIL
South Supervisor	Ron Dutka		566-2508	536-6548	rdutka@saskpower.com
Regina	Bunce, Michael	9C	566-2511	533-0762	mbunce@saskpower.com
	Filteau, Jim	9F	566-2519	536-5310	jfilteau@saskpower.com
	Keck, Tim	9B	566-2507	531-9730	tkeck@saskpower.com
	Lowey, Reg	9D	566-2512	536-1172	rlowey@saskpower.com
	Robertson, Kevin	9E	566-2509	531-2001	krobertson@saskpower.com
	Sigurdson, Dave	9A	566-2510	536-4510	dsigurdson@saskpower.com
	Lamontagne, Darren		566-2561	529-8865	dlamontagne@saskpower.com
Estevan	Hengen, Greg	10	637-4230	421-9904	ghengen@saskpower.com
Moose Jaw	Bedford, Randy	8	694-8248	631-0102	rbedford@saskpower.com
Swift Current	Turgeon, Bob	7	778-7520	741-8011	bturgeon@saskpower.com
Yorkton	Desroches, Brent	6A	786-1241	621-1101	bdesroches@saskpower.com
	Soucy, Roland	6B	786-1240	621-1265	rsoucy@saskpower.com
North Supervisor	John Melling		934-7726	221-0522	jmelling@saskpower.com
Saskatoon	Campbell Chuck	4D	934-7727	222-9633	cgcampbell@saskpower.com
	Fruson, Dwight	Office	934-7729	221-0915	dfruson@saskpower.com
	Hanson, Ted	4E	934-7718	227-2265	thanson@saskpower.com
	Gowen, Randy	4B	934-7740	281-7655	rgowen@saskpower.com
	Hill, Glen	4A	934-7731	221-6791	ghill@saskpower.com
	Nast, Pat	4C	934-7730	221-3901	pnast@saskpower.com
North Battleford	Ferguson, Ken	1A	445-1811	441-5966	kferguson@saskpower.com
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Prince Albert	Leitch, Bruce	2B	953-7676	960-2836	bleitch@saskpower.com
	Mollison, Guy	2A	953-7677	961-7796	gmollison@saskpower.com
Tisdale	St. Amant, George	5	878-1530	873-9113	gstamant@saskpower.com
Kindersley	Byers, Keith	3	463-5219	460-6394	kbyers@saskpower.com